

WOW Employee/Wage File Upload Instructions

The WOW application allows employers to upload a text file containing Employee and Wage information, rather than manually entering this data. Manual Entry is still an option, however.

An upload file, even if formatted correctly, will be rejected if:

- A. Quarterly Wages or a Quarterly Report already exists in WOW for the year and quarter selected for the upload.
- B. The upload file contains 2 or more lines with a duplicate Social Security Number (SSN).

An acceptable WOW upload file must adhere to these rules:

- 1) The size of your upload file may not exceed 256KB.
- 2) The file must be a comma-delimited ("comma separated values") text file with the extension ".csv". No other file types are accepted.
[This type of file can be created in MS-Excel. It can also be created using the "Export" function of most Accounting software packages, such as Quickbooks.]
- 3) Each line in the file must contain exactly 5 fields, in this order:
 - a. **Employee SSN**
 - i. Must be 9 digits
 - ii. May contain hyphens, e.g., 111-22-3333
 - iii. May NOT contain commas
 - b. **Employee Last Name** (required)
 - i. May NOT contain commas
 - c. **Employee First Name** (required)
 - i. May NOT contain commas
 - d. **Employee Middle Initial** (may be left blank)
 - i. May NOT contain commas
 - e. **Employee Quarterly Wage Amount**
 - i. May contain a "\$"
 - ii. May contain a decimal point (\$100.00) but not required (\$100)
 - iii. May be left blank
 - iv. May NOT contain commas, e.g. "\$15,000.00" is not acceptable
 - v. May not exceed \$999999.99
- 4) A single comma must separate each of the 5 fields above. Thus, each line in the upload file must have exactly 4 commas.
- 5) The fields may be enclosed by double-quotation marks. The double quotes will be removed by WOW.
- 6) Blank lines in the file are not allowed, except for a <carriage return> after the very last line.

EXAMPLES:

The following lines are all acceptable for uploading into WOW:

- 1) 516121234, SMITH, JOHN, A, 12000.00
- 2) 516121234, SMITH, JOHN, , 12000
- 3) "516121234", "SMITH", "JOHN", "A", "12000.00"
- 4) 516-12-1234, SMITH JR., JOHN, A, \$12000.00
- 5) "516-12-1234", "SMITH JR.", "JOHN", , "\$12000.00"

The following lines are NOT acceptable for uploading into WOW, and will cause errors:

- 1) SMITH, JOHN, A, 516121234, 12000.00 (incorrect field order)
- 2) 516121234, SMITH, JOHN, A, 12000.00, BUTTE, MT (must contain only 5 fields)
- 3) 516121234, , , SMITH, JOHN, A, 12000.00, , (violates rule 4 above)
- 4) "516121234", "SMITH, JR.", "JOHN", "A", "12000.00 (Last Name cannot contain commas)
- 5) 516121234, SMITH, JOHN, A, 12,000.00 (Wage Amount cannot contain commas)
- 6) 516121234, SMITH, JOHN, A, 1000000 (Wage Amount cannot exceed \$999999.99)